

COMMANDING OFFICER MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE TRAVEL POLICY



Commanding Officer's Intent: We should all be good stewards of the resources we have been provided to accomplish our mission. It is the traveler's responsibility to follow this policy to the maximum extent possible. As travelers, we should consider the choices we make with respect to travel as if we were personally writing the check used to pay for the travel. Simultaneously, I do not want anyone from MAWTS to incur additional out of pocket expenses in conjunction with their official travel. Most importantly, do not risk mission failure or safety/crew rest violations if the policy outlined below does not support fulfillment of your assigned duties.

Air Travel: When able choose the least expensive flight available. If traveling for Fleet Support; choose a flight that allows for appropriate crew rest. When able, consider departing from Phoenix or San Diego in order to save cost. When doing the cost comparison take into consideration the cost of mileage or shuttle and parking.

Ground Travel: Government vehicles must be used to the maximum extent possible; all travelers are required to submit a vehicle request to S-4, via MCEITS. If a GOV is available, but the traveler elects not to use it, the POV mileage reimbursement will be limited to the reduced rate. A Vehicle Statement of Availability is required to be attached to the authorization. If a GOV is not available, SWRFT must be contacted to check SWRFT vehicle availability. If a GOV is not available from the SWRFT motor pool, the traveler may choose to travel via POV or rental car (whichever is most cost effective). The POV mileage reimbursement will be at the full rate as predetermined by the JTR. A vehicle statement is required. All E-5 and below must utilize Branch Health Clinic Yuma shuttles for appointments at Military Treatment Facilities.

Lodging: Government lodging is to be used to the maximum extent possible; if traveling to a government installation, all travelers are required to lodge on base. If no lodging is available a Statement of Non-Availability is required to be attached to the voucher. Commercial lodging must be at or below the allowed government rate.

Meal Rate: Government messing is to be used to the maximum extent possible; as the traveler only you know if you are able to use government messing for meals. Those meals that were available to you should be annotated on the voucher.


Group Travel: When two or more people are traveling to the same location, carpool to the max extent possible. This includes Ground Travel and rental vehicles at travel destinations.

Authorization Submission: Authorizations should be submitted no less than 14 days prior to travel.

Voucher Submission: Vouchers should be submitted within 5 days of return.

GOVCC: The Government Travel Charge Card is required to be used for Airfare, Rental Car, and Lodging. The balance due is the travelers responsibility; if a voucher payment is delayed over 31 days, the traveler must notify the unit PCA. If the GOVCC carries a balance over 31 days the Commanding Officer will be notified.

DTS Training: All travelers are required to complete DTS 101 and Travel Card 101 within 30 days of checking in. Certificates should be given to the unit ODTA.


JAMES H. ADAMS III
Colonel, U.S. Marine Corps
Commanding Officer

Marine Aviation Weapons and Tactics Squadron One